



INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 153, Oklahoma City, OK 73102

http://www.oklahoma.feb.gov/

(405) 231-4167

Chair's Corner



Summer is finally here, after a busy Spring!

Our Leadership FEB class is well under way with four of the eight sessions complete and we have concluded three of the five Leadership Development Series training

(classroom). If you are interested in the two training days still available, download the form at: oklahoma.feb.gov/Forms/2015LeadershipSeriesRe gistration.pdf

FEB training on the horizon includes:

TSP workshops on July 31, at no cost to participants (but registration is required). We have partnered with the U.S. Securities & Exchange Commission in Dallas who is sponsoring a TSP trainer to come in from DC, as well as an OPM instructor to discuss retirement issues. We will also have someone from our Social Security Administration to discuss the specifics of Social Security as it relates to your retirement. Registration forms are provided in this newsletter for your convenience, please note that one is for mid-late career, the other for early-mid career.

Shared Neutrals Academy (ADR Training) is scheduled for *August 17-20*, *2015*. This is four full days of training for employees interested in obtaining this skillset. There is a "payback" clause associated with the training so be sure to read the registration form thoroughly.

Continuity of Operations (COOP) training is scheduled in August. We are hosting two separate COOP courses in August which will span a full week. The L-548 course is a pre-requisite to the

L-550. An employee wishing to complete this training can do so in a classroom environment, in Oklahoma, in a one-week timeframe.

The **Executive Policy Council** of our Federal Executive Board has undergone some changes due to retirements.

We are fortunate to have a robust Council of leaders. With our Vice-Chair, Kevin Donovan, TSA, retiring, Joe Gallagher, Deputy to Commanding General Army Fires Center of Excellence at Fort Sill will be serving the remainder of



the term. Joe has been part of our Policy Council now for a few years and we look forward to his

increased involvement.



A new addition to our Council is David Andra, Meteorologist in Charge of the National Weather Service Forecast Office in Norman. We warmly welcome him as part of our Council; he has been supportive of our FEB since his arrival in Oklahoma in

providing up-to-date information on weather issues so the federal community can be prepared.

As you see these gentlemen, please thank them for their extra service!

Julie Gosdin, Chairperson

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4 WAYS TO DEFEAT THE VOICE OF EXPERIENCE

Taken from https://leadershipfreak.wordpress.com/2015/05/01/4-ways-to-defeat-the-voice-of-experience/

he negative effect

of experience is a

closed mind

The negative result of experience is a closed mind.

You think you can win in the present, because you won in the past. But, disaster waits for

everyone who faces new challenges with businessas-usual strategies.

Experience:

The voice of experience says, "We've always done it that way."

Experienced warriors told *David to face Goliath

using traditional strategies. Take a sword, shield, and armour and stand toe-to-toe with the giant. They knew it was suicide, but suggested it anyway.

Success:

Past success gives the illusion of competence in the present.

Experience soldiers were unwilling to face the giant, but they thought they knew the secret to David's success.

Experienced leaders feel they can tell others how to reach challenging goals, even though they're aren't doing it themselves.

Those who aren't doing it, think they know how to do it.

Unexpected results:

Old methods never deliver unexpected results.

An inexperienced warrior defeated a towering giant because he was true to himself and used methods that made sense to him.

Plan to fail if you use tried and true methods to achieve unexpected results.

How to defeat the voice of experience:

- Realize past success blinds leaders to new methods.
- 2. Invite outsiders into the conversation. Who thought shepherding mixed with warfare?
- 3. Embrace unexpected methods.

 Exponential success demands

 unexpected methods. If you keep doing

 the same thing, you will achieve the

 same results.
- Remember the same people sitting around the same table deliver the same results.

Everyone laughed at David's bravado because they judged him through the eyes of experience. They couldn't imagine the power of a simple unexpected approach.

Let the people doing the job figure out the best way to do the job.

Great achievements are accomplished by people who do things their way, not someone elses.



Spotlighting Information in Public Service Did you Know?

Indian Health Services-Wewoka

Named by the Seminoles after a small water fall north of the town-site, "Wewoka" means "Barking Waters." Founded in 1866, it is the capital of the Seminole Nation of Oklahoma and the County Seat of Seminole County. Wewoka is a small rural community of 3500 and is located 30 miles SE of Shawnee and 70 miles SE of Oklahoma City.

The Wewoka Indian Health Center (WIHC) is centrally located in the tri-city area (Wewoka, Seminole, Holdenville.) WIHC is an ambulatory Indian Health Services (IHS)

clinic that provides healthcare services to eligible Native Americans. Several types of services are offered including onsite, specialty, and contracted services. Audiology, behavioral



health, dentistry, community health, public health nursing, lab, mammography, optometry, radiology, primary and acute care are all provided onsite. WIHC also provides speciality clinics onsite including endocrinology, rheumatology, nephrology, tele-psychiatry, ultrasound and orthopedics. Contracted services are available for our patients as well. These contracted services include CT/MRI, physical therapy, Cardiology Mobile Van, Invisalign, Lasik Eye Surgery, bariatric surgery, eyeglasses for children and elders, orthopedic surgeries and other services coming soon are colonoscopy, sleep studies and CPAP machines, chiropractic, and podiatry. Patient centered care is the main focus for the staff at WIHC and we are working hard to provide increased services to ensure that our

patient's healthcare needs are met.

Improving Patient Care, a national IHS initiative is the way we do business at WIHC. This program has resulted in 100% of our patients empanelled to a primary

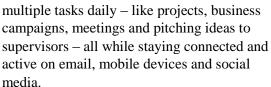
care provider. It has also helped to decrease wait times, improve patient flow, improve efficiency and has increased patient and employee satisfaction overall.



7 apps to help you perform better at work Posted by Amber Stanley, http://info.theladders.com/career-advice/7-apps-for-work

Your smartphone isn't just a distraction at work -- utilize these 7 web-based and mobile apps to help you perform more efficiently!

There never seems to be enough time during the workday! In today's technology-oriented, fast-paced society (with an even more competiti ve job market!) professionals are expected to juggle



However, technology is also our friend – the right mobile apps and web tools can drastically simplify your life in this tech-driven workforce. With relevant apps, you'll not only get your work done faster and more easily, but the end result will be even better. (And, you'll seem like quite the innovator and problem-solver among your team, teaching others how to work smarter, not harder, too!)

So if you're constantly seeking new ways to do more in less time, there are multitudes of online resources to help you become more productive. Here is a list of effective productivity apps that you can use at work.

1. Boomerang (www.boomeranggmail.com)

Contacting people via email can be tricky – it's easy for one message to get lost among the dozens of spam messages and newsletters most professionals receive daily. This problem worsens when you're unable to send a message at the appropriate time, when you think the receiver is available to read and respond. But

sometimes there isn't enough time in the day to compose and send an email at a reasonable hour!

But the Gmail app, Boomerang, solves this

problem for you by allowing users to schedule emails for later. You can send. view and act on emails on your most convenient time - so your colleague can see your email pop up at 9 a.m., even though you sent it at 9 p.m. in

front of the TV. By clicking the 'Send Later' button, you can choose between sending the message at a set interval or at a specific date and time. The app also gives you the ability to postpone messages you have received in your inbox.

2. Doodle (http://doodle.com/)

Doodle is a free, online calendar well-suited for companies. It helps you coordinate meetings among several busy individuals, making scheduling virtually effortless. With Doodle, you can create surveys which indicate the days and times people are available to meet. Even if your colleagues aren't on a unified calendar scheduling app, Doodle will email those you invited, polling their availability as well.

3. Pocket (https://getpocket.com/)

Looking for an app to capture and store content, articles and information from the web? Pocket is your new best friend. You can save any links, news and files into your device using this app and read it later when you're free. Even without internet connection, you can still view your saved items.



4. Resumesplanet (http://www.resumesplanet.com)

There are tons of proposal drafts piled on your desk and you still have no time to finish all of it. The expert business writer and editor at Resumesplanet can help! They can assist you in constructing strategic plans, and even ensure that every document is flawlessly written.

5. Phlo (http://cynapse.com/phlo/)

Phlo is known for its all-in-one search feature which speeds up the process of web browsing. It comes with a large database of search engines, and users can easily add or remove their preferred search browsers. This time-saving application is responsive and lightning-fast in delivering results.

6. Focus Booster (https://www.focusboosterapp.com/)

Harness your focus and get more done at work by using Focus Booster, an app that is designed based on the principles of the Pomodoro technique. This basically involves doing a particular task in a 25-minute time frame, with a five-minute break between each. Taking regular breaks will keep your focus sharp. This type of management system allows you to practice expanding your attention span without going overboard.

7. Evernote (https://evernote.com/webclipper/)

Evernote is a must-have item in your productivity toolbox. This multipurpose app allows you to write notes and to-do lists that sync across all devices. It is loaded with incredibly useful organization, formatting and sharing options. Also, obtaining business cards has never been easier with Evernote's scanning feature.

If you're constantly feeling overwhelmed by the sheer number of tasks looming over your head each workday, try one of these apps you think will simplify your to-do list. The apps listed above are specifically designed to help you accomplish more work in less time – and, consequently, avoid getting left behind on your deadlines. You can work more efficiently when you have the proper technology at your disposal – and know how to use it!

Don't undercut yourself with these mistakes

Managers have to recognize their mistakes in order to overcome them

Managers have to recognize their mistakes in order to overcome them. In your daily interactions with employees, watch out for these common missteps that can sabotage your success:

- Micro-managing. Employees who think you don't trust them with the simplest tasks won't be motivated to work hard at their jobs. Learn to delegate and give people enough freedom to enjoy their tasks without intrusion.
- Punishment. Motivation through punishment doesn't lead to high performance and engagement. Enforce your organization's rules and policies, but use rewards and praise to encourage employees' best work.
- Negativity. Even in tough times, display an optimistic outlook. Employees pick up on managers' moods, and if you're gloomy or preoccupied with problems, they'll feel fearful and defensive instead of energized and inspired.
- Unilateralism. Employees want to feel in on decisions that affect their work. You may make the final call, but talk to employees when exploring options and changes so they know what's coming up and have a chance to make their voices heard.
- —Adapted from the Florida Trend website www.managebetter.biz/Main/Articles/28169.aspx?utm_medium=email&utm_source=Savicom&utm_campaign=Don%27t%20blow%20it%3B%20Communication%20cues%3B%20Explain%20away%3B%20and%20more%20...&utm_term=http%3A%2F%2Fwww.managebetter.biz%2FMain%2FArticles%2F28169.aspx





FEMA-certified "Train the Trainer" COOP Training Courses



Through a partnership between FEMA and the Oklahoma FEB, we will be hosting the L-548 course in Oklahoma City to leverage resources and multiply results. Upon successful completion of the course, the attendee receives FEMA certification.

• The Continuity of Operations (COOP) Manager's Training Course is to provide COOP training for Program Managers at the Federal, State, Tribal, and Local levels of government. This training includes a train-the-trainer module to equip the managers to train the course to others.

Upon completion of this course, participants should be able to do the following: Define COOP; Explain the business benefits of COOP; identify the elements of a viable COOP capability; identify the processes, resources, and tasks necessary to implement and manage a successful COOP Program.

There is no cost for the training; however, the employee's agency is responsible for all travel costs associated with this training.

Course title:	L548 – COOP Program Manager's Course
Location:	FAA Mike Monroney Aeronautical Center Visitor Center, Oklahoma City, OK 73179
Date:	August 24-25, 2015
Time:	8:00 a.m4:00 p.m.

Name:	*Student ID:
Agency Address:	
Certificate mailing address:	
Phone:	Email:

^{*}Obtain a FEMA Student Identification (SID) number:

Step 5: Utilize your SID in Block 3 of the Form 119-25-1 (a signed copy MUST accompany this form)

A signed copy of FEMA Form 119-25-1 must also accompany this form (available on our website at www.oklahoma.feb.gov/Forms/FEMA119-25-1.pdf)

Employee	Date

Please return this registration form to the FEB Office *no later than July 31, 2015* in order to ensure sufficient materials.

Mail to:	Fax to:	Email:
Oklahoma Federal Executive Board	405-231-4165	<u>Leann.jenkins@gsa.gov</u>
215 Dean A. McGee, Ste 153		Or
Oklahoma City, OK 73102		<u>Lisa.Smith-Longman@gsa.gov</u>

Step 1: To register, go to https://cdp.dhs.gov/femasid

Step 2: Click on the "Need a FEMA SID" box on the right side of the screen.

Step 3: Follow the instructions and provide the necessary information to create your account.

Step 4: You will receive an email with your SID number. You should save this number in a secure location.





FEMA-certified "Train the Trainer" COOP Training Courses



Through a partnership between FEMA and the Oklahoma FEB, we will be hosting the L-550 course in Oklahoma City to leverage resources and multiply results. Upon successful completion of the course, the attendee receives FEMA certification.

• The Continuity of Operations (COOP) Planner's Training Course is to provide COOP training for Program Managers at the Federal, State, Local, and Tribal levels of government. This training includes a train-the-trainer module to equip the managers to train the course to others.

This course provides instructions for developing or updating a Continuity Plan according to Department of Homeland Security (DHS) Continuity Guidance.

There is no cost for the training; however, the employee's agency is responsible for all travel costs associated with this training.

Course title:	L550 – COOP Planner's Training Course
Location:	FAA Mike Monroney Aeronautical Center Visitor Center, Oklahoma City, OK 73179
Date:	August 26-28, 2014
Time:	8:00 a.m4:00 p.m.

Prerequisites for taking this class: Successful completion of COOP Managers Train-the-Trainer Course (E/L/G or IS548); and a COOP Plan (a final or draft plan will be required for activities during the course). Each student should bring a copy of their current plan or draft plan.

Name:	*Student ID:
Agency Address:	
Certificate mailing address:	
Phone:	Email:

*Obtain a FEMA Student Identification (SID) number:

- Step 1: To register, go to https://cdp.dhs.gov/femasid
- Step 2: Click on the "Need a FEMA SID" box on the right side of the screen.
- Step 3: Follow the instructions and provide the necessary information to create your account.
- Step 4: You will receive an email with your SID number. You should save this number in a secure location.
- Step 5: Utilize your SID in Block 3 of the Form 119-25-1 (a signed copy MUST accompany this form)

A signed copy of FEMA Form 119-25-1 must also accompany this form (available on our website at www.oklahoma.feb.gov/Forms/FEMA119-25-1.pdf)

Employee	Date

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215 Dean A. McGee, Ste 153		Or
Oklahoma City, OK 73102		<u>Lisa.Smith-Longman@gsa.gov</u>



UPCOMING EVENTS July 2015

July 4, 2015 Independence Day

July !

July 8, 2015 Agency Visits: OKC

July 13, 2015 Emergency Prep & COOP

1:00 p.m. Special Meeting with FEMA to discuss

Tabletop development

Oklahoma Dept of Public Safety POC: FEB. 405-231-4167

July 14-16, 2015 FEMA Preparedness Conference

Midwest City

Jul 17, 2015 Servant Leader Training

All Day NCED, Norman

POC: FEB Office, 405-231-4167

Jul 22, 2015 Leadership FEB Forum

All Day FC

POC: FEB, 405-231-4167

Jul 23, 2015 Emergency Prep & COOP

Regular Meeting

OCCHD, 2600 NE 63rd St, OKC POC: FEB Office, 405-231-4167

Jul 28-29, 2015 FEB Strategic & Operational Mtg

All Day

Washington, DC

POC: FEB, 405-231-4167

Jul 31, 2015 TSP Workshop-late career

8:00 a.m. 3738 SW 15th Street, OKC

POC: FEB, 405-231-4167

Jul 31, 2015 TSP Workshop-early career

12:00 noon 3738 SW 15th Street, OKC

POC: FEB, 405-231-4167

INSPIRATION CORNER

I believe in the sacredness of a promise, that a man's word should be as good as his bond; that character—not wealth or power or position—is of supreme worth.

-John D. Rockefeller, Jr.

The wise person possesses humility. He knows that his small island of knowledge is surrounded by a vast sea of the unknown.

-Harold C. Chase

Let us show, not merely in great crisis, but in everyday affairs of life, qualities of practical intelligence, of hardihood and endurance, and above all, the power of devotion to a lofty ideal.

—Theodore Roosevelt

Your Federal Executive Board

"Federal Executive Boards (FEBs) are generally responsible for improving coordination among federal activities and programs in...areas outside of Washington, D.C...FEBs support and promote national initiatives of the President and Administration and respond to the local needs of the federal agencies and the community." (GAO-04-384)

We applaud the efforts of the Oklahoma FEB Executive Policy Council members who ensure information is provided to direct our activities and efforts:

- Jeffrey Allen, Executive Director, Air Force Sustainment Center
- David Andra, Meteorologist-in-Charge, National Weather Service Forecast Office, Norman
- Michelle Coppedge, Director, FAA Mike Monroney Aeronautical Center
- David Engel, Chief Administrative Judge, Social Security Administration, Tulsa
- John Fox, Warden, Federal Transfer Center
- Dottie Overal, Director, Small Business Administration
- Betty Tippeconnie, Superintendent, BIA-Concho Agency

This newsletter is published monthly as a cost-effective tool for communicating events and issues of importance to the federal community in Oklahoma. If you have news of interest, please Fax to the FEB Office at (405) 231-4167 or email to LeAnnJenkins@gsa.gov no later than the 15th of each month.

Officers

Chair: Julie Gosdin

District Director

US Postal Service, Oklahoma City

Vice-Chair: Joe Gallagher

Deputy to Commanding General Army Fires Center of Excellence

Fort Sill

Ex-Officio: Adrian Andrews

Special Agent in Charge,

US Secret Service, Oklahoma City

<u>Staff</u>

Director: LeAnn Jenkins **Assistant:** Lisa Smith-Longman





Registration and Agreement for Employee Participation in the Oklahoma FEB Alternative Dispute Resolution Consortium "Shared Neutrals Program"



Employee involvement and availability is vital to this program's success in providing mediation services for federal agencies. Supervisory support of their involvement is critical to their success.

Please indicate (by your signature below) your support of the identified employees(s)' participation for at least one year, including 10 hours per year in the Oklahoma State Supreme Court system (qualifying the individual for State Certification). The employee's involvement may be terminated or extended at the end of their year of service.

The supervisor's signature certifies each nominee meets the following criteria:

- 1. Possesses strong receptive and expressive skills; is a good communicator.
- 2. Is able to suspend advice-giving.
- 3. Availability: must be willing and able to commit to the program for one year (on an asneeded basis), including 10 hours per year to work with the Oklahoma Supreme Court.
- 4. Has a tolerance for conflict.
- 5. Demonstrates confidence, possesses leadership qualities.

Maintenance of Program Integrity:

- Mediators shall accept and carry out their assignments consistent with Shared Neutrals policies and procedures.
- Mediators should not accept assignments from an agency unless the assignment is generated through
 the Oklahoma FEB's Shared Neutrals program or the program within their employing agency;
 mediators who knowingly do so, are not functioning as Shared Neutral mediators, nor representing the
 FEB program
- Mediators should be aware that mediating outside the Oklahoma Federal Executive Board Shared Neutrals program and/or their employing agency could result in a charge of abuse of official time and/or otherwise affect their rights and benefits as federal employees.

REGISTRATION

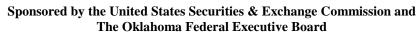
Name of Employee	Signature	Date
Name of Supervisor	Signature	Date
Agency	Employee's Work Ph#	E-mail Address
Dates: August 17-20, 2015 Location: New Federal Bu Cost: \$150.00	ilding, 301 NW 6 th Street, Basement Co	onference Room, OKC
Payment will be in the form of	[] Check [] Credit Card [] Govt	Voucher
Mail this completed form to:	Oklahoma FEB, 215 Dean A McGee, Ste 1.	53, Oklahoma City, OK 73102
OR fax to:	405-231-4165	
Or email to:	LeAnn.Jenkins@gsa.gov or Lisa.Smith-Lor	ngman@gsa.gov
Cancellation Policy: Understandi	ng the unforeseen circumstances may preclude a	n individual from attending; refunds will be

Cancellation Policy: Understanding the unforeseen circumstances may preclude an individual from attending; refunds will be permitted through Thursday, August 6, 2015. However, after that date, registration must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!





Federal Retirement Training What's in Your Retirement Wallet?





Date:	Friday, July 31, 2015
Time:	Registration begins at 7:30 a.m., Class is 8:00 a.m11:15 a.m.
Location:	Public Works Training Center, 3738 SW 15 th St., Oklahoma City, OK
Cost:	No fee!

!MAIN EVENT!

Morning Session: Thrift Savings Plan from Mid-Career to Pre-Retirement

Lazetta Braxton, CFP®, Office of Communications and Education, Federal Retirement Thrift Investment Board

- Refresher on the TSP;
- Optimizing your accumulation phase;
- Other Opportunities: Catch-Ups and Transfers;
- Withdrawals: TSP choices and IRS requirements; and,
- Q & A, including tips on where to find answers to future questions.

• Q to 11, including tips on where to find answers to fature questions.

Lunch on your own...but wait! There's even more between 11:30 to 1:30!!!

CSRS and FERS OVERVIEW / Office of Personnel Management

A side by side comparison of both retirement systems, discussing everything from eligibility requirements, survivor benefits, treatment of deposits and re-deposits, contributions, and numerous other topics you to consider as you are faced with these important decisions.

Social Security Benefits Overview / Social Security Administration

How Social Security Benefits Supplement Your FERS Retirement Overview of Social Security benefits and strategic choices

Protecting Your Retirement Nest Egg / Securities & Exchange Commission & FINRA

Who are you dealing with if you invest outside the federal retirement system? Increase your financial IQ: evaluating the risk and expense of common investments Who do you call if you're afraid you or someone dear to you needs a fraud buster?

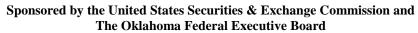
Name:	Agency:	
Address:		
Email:	Phone:	
[] Civilian [] Lav	v Enforcement/Firefighter/Other	[] Military
Mail registration to:	Fax registration to:	Email registration to:
Federal Executive Board	405-231-4165	LeAnn.Jenkins@gsa.gov or
215 Dean A. McGee, Ste 153		Lisa.Smith-Longman@gsa.gov
Oklahoma City, OK, 73102		

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Federal Retirement Training What's in Your Retirement Wallet?





Date:	Friday, July 31, 2015
Time:	Registration begins at 11:30 a.m., Class is 1:30 p.m4:30 p.m.
Location:	Public Works Training Center, 3738 SW 15 th St., Oklahoma City, OK
Cost:	No Fee!

Grab a lunch and come early! There's even more between 11:30 to 1:30!!!

CSRS and FERS OVERVIEW / Office of Personnel Management

A side by side comparison of both retirement systems, discussing everything from eligibility requirements, survivor benefits, treatment of deposits and re-deposits, contributions, and numerous other topics you to consider as you are faced with these important decisions.

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Protecting Your Retirement Nest Egg / Securities & Exchange Commission & FINRA

Who are you dealing with if you invest outside the federal retirement system? Increase your financial IQ: evaluating the risk and expense of common investments Who do you call if you're afraid you or someone dear to you needs a fraud buster?

<u>!MAIN EVENT!</u>

Afternoon Session: Thrift Savings Plan from New Job to Mid-Career

Lazetta Braxton, CFP®, Office of Communications and Education, Federal Retirement Thrift Investment Board

Overview of the TSP;

Oklahoma City, OK 73102

- Starting early—your single best strategy;
- Strategies for reaching your full agency match...(it's free money!);
- Other opportunities: Catch-Ups and Transfers;
- Q & A, including tips on where to find answers to future questions.

Name:	Agency:	
Address:		
Email:	Phone:	
[] Civilian [] Lav	Enforcement/Firefighter/Other	[] Military
Mail registration to:	Fax registration to:	Email registration to:
Federal Executive Board	405-231-4165	LeAnn.Jenkins@gsa.gov or
215 Dean A. McGee, Ste 153		Lisa.Smith-Longman@gsa.gov

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SUN	MON	TUES	WED	THUR	FRI	SAT
July 2015			1	2	3	4 5-5% Independence Day
5	6	7	8 Agency Visits: OKC	9	10	11
12	13 FEMA/FEB Council mtg	14 FEMA Re	15 gional Preparednes	16 ss Conference	17 Servant Leader Training	18
19	20	21	22 10:00 ITC Leadership FEB	23 2:00 Emgcy Prep/C00P	24	25
26	27 Na	28 at'l FEB Strategic &	29 Operational Meet	30	31 TSP Workshops	

OKLAHOMA FEDERAL EXECUTIVE BOARD 215 DEAN A. MCGEE AVENUE, STE 153 OKLAHOMA CITY, OK 73102-3422 OFFICIAL BUSINESS ONLY

We wish to thank the FAA Media Solutions Division for their monthly assistance in the duplication and distribution of this newsletter.